

**MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION
7 PM**

March 10, 2020

ATTENDING: Mayor David Cleveland
Mayor Pro Tem Pam Jack
Council Members: Bruce Barton, James Record, Jeremy Russell and Joe Scaldara
Village Administrator: Cheri Clark
Finance Officer: Cheryl Bennett
Attorney: Ken Swain

CALL TO ORDER: Mayor David Cleveland called the March 10, 2020 Regular Session Council meeting to order.

INVOCATION: Jeremy Russell gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

PUBLIC COMMENT: There were no public comments.

APPROVAL OF MINUTES: Pam Jack made the motion to approve the February 11, 2020 Regular Session Council Minutes as presented. James Record seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: James Record made the motion to adopt the March 10, 2020 Council Meeting Agenda as presented. Joe Scaldara seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Austin shared that there were 17 alarm calls, 60 calls for service, 41 traffic stops, 26 improperly parked cars and 355 self-initiated calls.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that the Village has \$1,570,046 in the bank. One hundred percent of the budgeted Ad Valorem taxes have been collected.

Jeremy Russell made a motion to approve a tax refund of \$334.19 to Ms. Lasanka due to a double payment of the 2019 taxes. Bruce Barton seconded the motion. Vote – Unanimous.

Kendra Gangal CPA, PLLC has provided a proposal of \$4,720 for the 2020 Audit Contract. James Record made the motion to approve the 2020 Audit Contract with Kendra Gangal CPA, PLLC. Bruce Barton seconded the motion. Vote – Unanimous.

	<u>Feb 20</u>	<u>Jul '19 - Feb 20</u>	<u>YTD Budget</u>	<u>% of Budget</u>
General fund				
Income				
Property Taxes				
Ad valorem current year	5,490.83	592,633.72	595,058.00	100%
Utility ad valorem	0.00	6,563.62	7,215.00	91%
Motor vehicle tax	8,572.88	51,624.96	89,209.00	58%
Ad valorem prior years	802.35	7,357.93	2,000.00	368%
Penalties and interest	842.07	2,843.06	1,800.00	158%
	<u>15,708.13</u>			
Total Property Taxes		661,023.29	695,282.00	95%
Other Taxes				
Stormwater Fees- current year	630.00	62,010.00	62,137.00	100%
Stormwater fees - prior years	45.00	270.88	250.00	108%
	<u>675.00</u>			
Total Other Taxes		62,280.88	62,387.00	100%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00	16,200.00	0%
	<u>19,275.23</u>			
Sales and use tax		102,296.84	210,000.00	49%
Telecom. Sales Tax	0.00	306.08	1,700.00	18%
Elec. Sales Tax	0.00	27,958.73	102,000.00	27%
Video Prog. Sales Tax	0.00	4,219.89	19,000.00	22%
Piped Gas Sales Tax	0.00	1,420.59	7,100.00	20%
Solid Waste Disposal Tax	710.73	2,103.64	3,800.00	55%
	<u>19,985.96</u>			
Total State Shared Revenues		138,305.77	359,800.00	38%
Parks & Recreation Revenue				
Program Fees-Fishing Licenses	112.00	885.00	1,500.00	59%
Facility Rentals	660.00	3,939.00	3,000.00	131%
Daily swim fees	0.00	10,718.00	12,000.00	89%
Season pass pool fees	0.00	1,100.00	50,000.00	2%
	<u>772.00</u>			
Total Parks & Recreation Revenue		16,642.00	66,500.00	25%
Other revenues				
Zoning Permits	50.00	635.00	1,500.00	42%
Approp. Fund Balance	0.00	0.00	30,986.00	0%
Civil Penalties	110.00	225.00	600.00	38%
Investment revenue	610.72	6,013.69	8,000.00	75%
Miscellaneous	36.22	18,007.94	22,360.00	81%
	<u>806.94</u>			
Total Other revenues		24,881.63	63,446.00	39%
	<u>37,948.03</u>			
Total Income		903,133.57	1,247,415.00	72%
	<u>37,948.03</u>			
Gross Profit		903,133.57	1,247,415.00	72%
Expense				

General Government

Other Expenditures

Contingency	0.00	0.00	3,000.00	0%
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Stormwater Expense

Advertising	0.00	0.00	100.00	0%
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Dues and Permits	0.00	750.00	750.00	100%
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Prof. Fees - Engineering	2,500.00	2,500.00	18,000.00	14%
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Repairs & Maint. Services	846.00	10,489.86	43,537.00	24%
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Total Stormwater Expense	3,346.00	13,739.86	62,387.00	22%
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Total Other Expenditures	3,346.00	13,739.86	65,387.00	21%
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Planning and Zoning

Zoning Admin. Services	1,132.66	9,061.28	13,592.00	67%
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Code Enforcement Services	0.00	0.00	600.00	0%
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Consulting Fees	0.00	206.25	4,000.00	5%
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Supplies	0.00	0.00	300.00	0%
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Training	0.00	710.00	800.00	89%
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Total Planning and Zoning	1,132.66	9,977.53	19,292.00	52%
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Gen. Govt. Personal Services

Adm Assistant	799.50	8,190.01	13,650.00	60%
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Clerk/Tax Collector	5,960.34	47,682.72	71,524.00	67%
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Council	0.00	5,319.51	12,806.00	42%
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Finance Officer	1,574.75	12,598.00	18,897.00	67%
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Mayor	0.00	2,626.50	5,253.00	50%
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Payroll Expenses	724.25	6,581.65	10,400.00	63%
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Total Gen. Govt. Personal Services	9,058.84	82,998.39	132,530.00	63%
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Professional Fees

Auditing Services	0.00	4,620.00	4,820.00	96%
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Legal Services	0.00	7,416.00	18,000.00	41%
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Total Professional Fees	0.00	12,036.00	22,820.00	53%
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Supplies and Materials

Office	150.00	2,823.99	7,100.00	40%
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Total Supplies and Materials	150.00	2,823.99	7,100.00	40%
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Services

Communications/Newsletter	174.90	1,590.06	4,900.00	32%
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Advertising	124.38	124.38	400.00	31%
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Membership and dues	0.00	5,197.00	5,400.00	96%
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Bank charges	13.45	475.60	950.00	50%
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Elections	2,992.02	2,992.02	3,110.00	96%
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Insurance/bonds	0.00	9,339.21	9,931.00	94%
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Miscellaneous oper. exp.	0.00	553.03	500.00	111%
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Website/flyers	0.00	900.00	1,500.00	60%
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Postage	0.00	408.35	800.00	51%
Property Tax	0.00	51.32	400.00	13%
Tax collection	262.26	1,826.30	2,000.00	91%
Telephone	487.30	4,111.14	5,900.00	70%
Training	0.00	43.11	1,000.00	4%
Travel	133.42	687.22	1,200.00	57%
Total Services	4,187.73	28,298.74	37,991.00	74%
Capital Outlay				
Furniture/Office	0.00	0.00	7,000.00	0%
Sidewalk repairs	0.00	0.00	15,000.00	0%
Total Capital Outlay	0.00	0.00	22,000.00	0%
Total General Government	17,875.23	149,874.51	307,120.00	49%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	847.48	3,500.00	24%
Janitorial /Cleaning Supplies	0.00	2.74	250.00	1%
Food/Provisions - events	0.00	944.26	3,500.00	27%
Pool Supplies	0.00	0.00	2,100.00	0%
Total Parks/Rec. Supplies & Materials	0.00	1,794.48	9,350.00	19%
Parks/Rec Services				
Pool management fee	0.00	20,307.00	57,550.00	35%
Pool Operations	0.00	289.16	7,100.00	4%
Comm. center maintenance	390.63	6,149.15	9,150.00	67%
Seasonal Decorations	3,488.50	12,609.60	16,500.00	76%
Events Services	0.00	3,406.00	4,000.00	85%
Water/Sewer	367.19	3,836.58	6,000.00	64%
Natural Gas	96.64	404.19	700.00	58%
Total Parks/Rec Services	4,342.96	47,001.68	101,000.00	47%
Maintenance of Common Areas				
Landscaping	25,935.92	118,311.64	155,615.00	76%
Park maintenance	4,901.39	22,612.09	63,750.00	35%
Pond maintenance	1,381.50	11,052.00	19,600.00	56%
Electric Maintenance	204.17	2,489.17	9,500.00	26%
Repairs of Common Areas	0.00	5,350.54	7,240.00	74%
Total Maintenance of Common Areas	32,422.98	159,815.44	255,705.00	63%
Parks/Rec Capital Outlay				
Reserve for Tennis Court	0.00	0.00	10,000.00	0%
Reserve for Playground	0.00	0.00	5,000.00	0%
Pool Lighting	0.00	0.00	25,000.00	0%
Benches, Tables etc.	0.00	1,371.60	2,000.00	69%

Total Parks/Rec Capital Outlay	0.00	1,371.60	42,000.00	3%
	36,765.9			
Total Parks & Recreation	4	209,983.20	408,055.00	51%
Public Services/Safety				
Capital Outlay-ADA parking space	0.00	0.00	10,000.00	0%
Electric bills	7,955.89	69,627.85	116,800.00	60%
Street Signs	0.00	1,999.24	7,500.00	27%
	16,556.6			
Waste Collection	8	116,339.62	199,740.00	58%
Law enforcement	0.00	148,634.46	198,200.00	75%
	24,512.5			
Total Public Services/Safety	7	336,601.17	532,240.00	63%
Total	79,153.7		1,247,415.	
Expense	4	696,458.88	00	56%
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Net General Fund	41,205.7			
	1	206,674.69	0.00	100%
Powell Bill Income/Expense				
Powell Bill				
Income				
Interest - Powell Funds	0.00	1,652.69	800.00	207%
Powell Bill Revenue	0.00	95,252.41	96,050.00	99%
Total Powell Bill Income	0.00	96,905.10	96,850.00	100%
Powell Bill Expense				
Street Exp. - Powell Bill	0.00	647.00	96,850.00	1%
Total Powell Bill Expense	0.00	647.00	96,850.00	1%
Net Powell				
Bill	0.00	96,258.10	0.00	100%
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	41,205.7			
Net Excess of Rev. over Exp.	1	302,932.79	0.00	100%

PARKS AND RECREATION: Mayor David Cleveland shared there is an open seat on the P&R Commission. Union Power has donated 14 oak trees to the Village and they have been planted in Mathisen Square, Russell Park and Founders Park.

P&R approved up to \$750 for Christmas Lights, \$500 for Pool Tags; \$650 to repair the wiring for the fountain in Russell Park; \$300 for a Red Bud tree; \$165 to remove the brush at the front entrance; \$250 to remove dead cedar by the Kite Girl Monument; \$285 to sod bare areas and \$410 to wire the Lake Charles fishing pier.

The P&R Commission voted to keep the pool rates the same for the 2020 Pool Season. At the March meeting, P&R will have further discussions on the pool hours, extended season and the possibility of having new lights.

P&R is requesting approval to spend up to \$5,000 for new office furniture. Council budgeted \$7,000 for new office furniture in the Capital Outlay line item. Joe Scaldara made the motion to approve up to \$5,000 for new office furniture. James Record seconded the motion. Vote – Unanimous.

P&R is requesting up to \$2,200 to refurbish the kiosk at the corner of Meeting Street and Creft Circle. Bruce Barton made the motion to approve up to \$2,200 to refurbish the kiosk. Pam Jack seconded the motion. James Record asked if P&R discussed the possibility of lighting the panels. When the kiosk is apart, Joe Scaldara will look into the feasibility of lighting the panels. Vote – Unanimous.

Jeremy Russell shared that the cupola at Lake Charles has been cleaned. In order to keep the cupola from turning, it will have to be maintained every couple of years. The Community Center cupola is leaking and the repair will have to be done from the roof with a lift. The Community Center ceiling will also need to be repaired due to water damage. Council decided not to clean the Community Center cupola but to leave the patina. Bruce Barton made a motion to move \$3,000 from Park Maintenance to Community Center Maintenance for the cupola repair, water damage in the Community Center and the replacement of the four vents in the attic. Joe Scaldara seconded the motion. Vote – Unanimous. Joe Scaldara made a motion to approve up to \$4,000 to repair the Community Center cupola, Community Center ceiling and replace the vents. James Record seconded the motion. Vote – Unanimous.

P&R would like to have new hardwood mulch spread throughout the common areas and is requesting approval to spend up to \$10,000 for mulch. James Record made the motion to approve up to \$10,000 for hardwood mulch. Pam Jack seconded the motion. Vote – Unanimous.

The fountain in Russell Park closest to the Community Center needs to be replaced. P&R is requesting approval to have Foster Lake & Pond replace the fountain for \$2,833. The cost of the fountain would come out of the Pond Maintenance line item. Pam Jack made a motion to approve the new fountain for Russell Park. Jeremy Russell seconded the motion. Vote – Unanimous.

The following events have been scheduled to date: May 25th – Memorial Day and August 4th – National Night Out. P&R is still considering plans for July 4th.

COMMUNICATION COMMISSION: Pam Jack shared that the New Resident Mixer is scheduled for Friday, May 22nd.

STORMWATER: Union County is requesting feedback from the municipalities concerning a possible grant through the 2020 Better Utilizing Investments to Leverage Development (BUILD) grant program. There has been an interest expressed in applying for a stormwater study of the road network in Union County. The study would assess the two networks and how they impact each other. Over the last two years there have been dozens of road closures, damage to infrastructure and impact to our citizens. Council decided that they would be interested in participating in such a study but expressed concerns about the funding model used to provide the grant match.

PUBLIC SERVICES (Street, Waste Collection & Lighting): Bruce Barton shared that since the rain has stopped, quite a few potholes in the Village have been addressed. If you see any potholes, please let the Village know.

James Record shared that waste collection is good.

Joe Scaldara shared that the lights on the fishing pier are complete. The photocell on the obelisk lights is not working correctly. The Village has received the building permit for the pool lights.


COMMUNICATION INFORMATION: Pam Jack shared items to be included in the April newsletter: Pool Information, Swim Team, Yard Waste Guidelines, P&R, potholes and Stormwater.

COUNCIL COMMENTS: Joe Scaldara shared that the Village had a good Election Day turnout and he wished everyone a Happy Saint Patrick's Day.

Pam Jack invited everyone to Trivia Night on Thursday evening.

ADJOURN: James Record made the motion to adjourn. Joe Scaldara seconded the motion.
Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

